

**STATE OF CONNECTICUT**  
**DEPARTMENT OF REHABILITATION SERVICES**  
**VOCATIONAL REHABILITATION COUNSELOR**  
**Bi-lingual (Spanish/English)**

The Department of Rehabilitation Services (DORS) is recruiting to fill a Vocational Rehabilitation Counselor, Bi-lingual (Spanish/English) position located at the Hartford office of its Bureau of Rehabilitation Services (BRS) division. Candidates must be fluent in Spanish and have considerable knowledge of Latino culture, as well as services and resources for this population. Based on experience and qualifications the candidate selected to fill this position may be hired at the job classification level of Vocational Rehabilitation Counselor or at the lower job classification level of Vocational Rehabilitation Assistant Counselor. This position is 100% federally funded.

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**OPEN TO:** CURRENT STATE EMPLOYEES AND THE PUBLIC

**POSITION:** VOCATIONAL REHABILITATION COUNSELOR  
Bi-lingual (Spanish/English)

**BARGAINING UNIT:** EDUCATION PROFESSIONS (P-3B)

**JOB POSTING NO:** 32410

**HOURS:** MONDAY – FRIDAY 35 HOURS-PER-WEEK

**LOCATION:** BRS HARTFORD OFFICE  
3580 MAIN STREET, HARTFORD, CT 06120

**STARTING SALARY:** Counselor \$52,962.00 (EB23, Step 1)  
Assistant Counselor \$49,219.00 (EB 21, Step 1)

**CLOSING DATE:** OCTOBER 15, 2012

**RESPONSIBILITIES:** Provides professional vocational rehabilitation counseling; develops plans for providing services to persons with disabilities on cases presenting vocational adjustment and rehabilitation problems; conducts initial interview with applicants and explains functions, program eligibility requirements and scope of services that lead to employment for persons with disabilities; obtains significant information from schools, employers, other public and private agencies and medical facilities concerning the client; provides career counseling; arranges for provision of services, writes case histories and reports as required; confers with medical and other consultants to resolve complex problems relating to employment; does related work as required.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of principles and techniques of interviewing and occupational testing; knowledge of job analysis and ability to identify and interpret labor market trends; ability to determine and utilize appropriate job placement techniques; knowledge of the kinds of community resources available to help rehabilitate and improve the employability of disabled persons; ability to gather, analyze, evaluate and record information pertinent to the rehabilitation of an individual; ability to establish and maintain an effective counseling relationship with individuals.

## Vocational Rehabilitation Counselor

**Bilingual (Spanish/English)**

### EXPERIENCE AND TRAINING:

#### General Experience:

- 1) A Master's degree from an accredited college with a major course of study in rehabilitation counseling, psychology, special education, vocational guidance/assessment/evaluation or related behavioral or social science and two (2) years of experience as a Vocational Rehabilitation Counselor with a state agency. Candidates who have a Master's degree with a major in one of the courses of study specified who have less than two (2) years employment experience with a State Agency may be hired at the job classification level of **Vocational Rehabilitation Assistant Counselor at a starting salary rate of \$49,219.00 (EB 21)**. Preference will be given to candidates with a Master's degree in Rehabilitation Counseling.
- 2) Candidates must be fluent in Spanish and have considerable knowledge of Latino culture, as well as services and resources for this population.

**Note:** The Department requires that candidates for Bureau of Rehabilitation Services VR Counselor positions have the educational qualifications for rehabilitation counselor that meet the most current national standard for Certified Rehabilitation Counselor (CRC) as specified by the Commission on Rehabilitation Counselor Certification (CRCC) website:  
[http://www.crc certification.com/pages/eligibility\\_requirements/69.php](http://www.crc certification.com/pages/eligibility_requirements/69.php).

**APPLICATION PROCEDURE:** To apply you must submit an original fully completed and signed State of Connecticut Application (Form CT-HR-12) in order to be considered for an interview. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf). When you complete your CT-HR-12 application form please be sure to indicate the title of the specific position for which you are applying on the form. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Please mail or fax your completed original State of Connecticut Application (Form CT-HR-12) and a Resume to:

**Melvin A. Jackson, Principal Human Resources Specialist  
Department of Rehabilitation Services  
25 Sigourney Street, Hartford, CT 06106-5033  
FAX: (860) 951-2979**

**APPLICATIONS AND RESUMES MUST BE RECEIVED BY OCTOBER 15, 2012 CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**